

Date: May 14, 1998

SUBJECT: STAFF CHANGES - CORPORATE SERVICES

RECOMMENDATION:

THAT the Board approve the proposed deletion of the Budget Analyst position and the creation of a Financial/Business Analyst position in the Corporate Services Division.

POLICY

The Global Budget arrangement with the City allows the Board to establish staff positions at its discretion if funds are in place.

BACKGROUND

Enclosed please find an organization chart outlining the structure of the Corporate Services Division of the Board of Parks and Recreation. The chart includes several changes made in the Corporate Services Division which includes the following:

- flatten the organization structure by eliminating one level of supervision to establish more direct reporting relationships and enhance decision making responsibilities at the front line.
- re-define the roles of Chief Accountant position to Financial/Business advisor functions responsible for providing strategic financial advice and support to directors and managers. The redefined position would report to the Director of Corporate Services and will not have direct supervisory responsibilities.
- abolish the Budget Analyst position and create a Financial/Business Analyst position so that in total there will be two Financial/Business Analyst positions in the Park Board to provide support to all staff.
- re-align the accounting and payroll functions within one functional team which will Report to the current Accounting Supervisor.

re-align the reporting relationships of the Accounting Supervisor (who used to report to the Chief Accountant) to report directly to the Director of Corporate Services.

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The objective of the above organizational changes is to improve services in terms of responsiveness, quality of financial information and expand the role of financial services from processing to strategic planning, consultative advice and analysis. Furthermore, these organizational changes will help us prepared for further anticipated changes that will occur when the SAP systems are implemented.

DISCUSSION

The above structure encompasses the deletion of the Budget Analyst position and refinement of the Chief Accountant position into creation of two new Financial/Business Analyst positions. Both Budget Analyst and Chief Accountant positions are currently vacant due to staff turnover and early retirement. The newly created Financial/Business positions have been reviewed and evaluated by the City Human Resources Department. The positions of Financial/Business Analyst will be filled by professional accountants who will provide advice related to managerial decisions which will impact on the structure, resource allocation and the nature of the work force. These functions have been reviewed by the Director of Human Resources and were considered to be exempt positions.

JUSTIFICATION

The above changes will realign current staff resources to better meet customer needs. The timing of these proposed changes is appropriate as the deleted or redefined positions are vacant and impact to staff are minimal. In view of the mandate to newly created Corporate Services and implementation of the new computerized systems(SAP), it is also very good timing to clarify and redefine other current job roles and functions within the Division to ensure all staff understand how their role contributes to and supports the goals and expectations of the Corporate Services Division. The proposed changes will be implemented within the existing budget. These changes are in keeping with other changes implemented in the Park Board in order to strive for continuous improvement.

Prepared by:
Corporate Services Division
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Attachment.